Directive 255.1 6/4/93

REPORTS MANAGEMENT PROGRAM

I. This Directive states the policy, objectives, and

PURPOSE responsibilities for the management of reports in the Agricultural

Marketing Service (AMS).

II. A. Federal Information Resources Management AUTHORITIES Regulation (FIRMR), Part 201-4.001, Definitions.

B. Departmental Regulation 3030-1, USDA Reports Management Program.

III. It is AMS policy to achieve maximum economy,

POLICY uniformity, and simplicity in the management of reports.

IV. A report is data or information that is collected

DEFINITION and transmitted for use in determining policy; planning,

controlling, and evaluating operations and performance; making administrative decisions; or preparing other reports. The data or information may be in narrative, statistical, graphic, or other form, and may be on paper, magnetic tape, or other media.

V. All reports required or prepared by AMS are subject EXEMPTIONS to the provisions of this Directive except:

A. One-time (nonrecurring) reports.

- B. Security classified reports.
- C. Individual transaction documents such as requisitions, personnel actions, vouchers, applications, and legal briefs.
- D. Comments requested on proposed dockets, responses to audits and investigations, and prepared statements for congressional hearings.
- E. Reports distributed only within preparing Divisions, even if copies are requested by and sent to the Administrator.

VI. The objectives of the Reports Management Program are OBJECTIVES to:

- A. Combine and simplify reports.
- B. Reduce frequency and distribution to the minimum required.
- C. Eliminate nonessential reports and information.

VII. A. The Deputy Administrator, Management, has RESPONSI- overall responsibility for the Reports Management BILITIES Program.

- B. The Director, Management Services Division (MSD), oversees the management and operation of the Reports Management Program.
- C. The Chief, Information Management Branch (IMB), MSD, through the Issuances, Forms, and Reports Management Section (IFRMS), is

responsible for:

- 1. Developing standards, methods, procedures, and guidelines for use in periodic report reviews;
- 2. Serving as central coordinator for reports and reporting systems within the Agency;
- 3. Coordinating clearance of all interagency reporting requirements; and
- 4. Publishing a current inventory of reports (reports catalog).
- D. The Director, Information Resources Management Division, is responsible for:
 - 1. Providing guidance on the feasibility, usefulness, and practicality of electronic applications in the reporting process; and
 - 2. Evaluating (within the framework of FIRMR guidelines) and approving the design and installation of any electronic reporting system, and notifying IFRMS.
- E. Division/Staff Directors are responsible for:
 - 1. Analyzing and evaluating reporting requirements;
 - 2. Identifying data needs;
 - 3. Recommending reports and systems improvements; and
 - 4. Submitting Form AD-368, Report Analysis and Clearance Sheet, to IFRMS for clearance prior to submission of any proposed implementing directive or form.

VIII. QUESTIONS Direct questions to IFRMS, IMB, MSD.

L.	P.	Massaro	
Der	out	Administrator,	Management